



MINUTES OF PARISH COUNCIL MEETING

Wednesday 19 December 2018 at 7.30pm

1. ATTENDANCE

Councillors in attendance were Cllrs Bradford, Gates, Hooper (Chair), Huke, Jameson, Lawrence, Roberts, Starkings and Watson.

One member of the public was in attendance.

Clerk: S. Kent

Apologies were received from Cllrs Smith away and Huxtable – other engagement.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

Cllrs Huxtable, Starkings, Watson hold allotment tenancies and have dispensations in place.

Cllrs Bradford, Starkings and Watson are Trustees of Martham Coronation Recreation Ground Trust.

3. MINUTES OF PREVIOUS MEETING

The minutes of the Parish Council meeting held on 21 November 2018 were PROPOSED as a true and correct record PROPOSED Cllr Huke, seconded Cllr Gates and signed by the Chair.

4. PUBLIC FORUM

4.1 County Councillor Haydn Thirtle reported how there would be road-works starting Wednesday 9 January 2019 across Norfolk. The major road works of planned 're-surfacing' across Norfolk was required at a cost of £250,000. Traffic lights would be installed at Potter Heigham bridge for a period of two weeks with work taking place between 9-5. Work was estimated at two weeks however, this was dependant upon the weather. District Councillors were not in attendance so County Councillor Thirtle gave an update on the Marina Centre removal as this had been discussed at Great Yarmouth Borough Council.

4.2 A member of the public addressed Council in relation to the pot-holes on 'Repps Road' and the general condition of the roads.
Cllr Hooper AGREED to take photographs of the road and report it in the appropriate websites at GYBC and also Norfolk County Council. **CLLR HOOPER**

5. MATTERS ARISING FROM PREVIOUS MEETINGS – TO RECEIVE UPDATES

5.1 Clerk gave an update on the Outstanding Award of Court Costs – the Clerk agreed to confirm the location of proceedings once informed. **CLERK**

5.2 A discussion relating to the offer made to purchase the 'Telephone Box' was considered. Cllr Watson PROPOSED, seconded Cllr Lawrence to sell the phone box for the price of £1000.00.

5.3 Hearing loop installation – Cllr Bradford volunteered to install the Hearing Loop once purchased. The Clerk will bring the original options available to the next meeting. **CLLR BRADFORD/CLERK**

6. CORRESPONDENCE

Letter: Planning. Noted.

Email: Great Yarmouth Borough Council – Public Convenience Refurbishment plans.

Internal drainage had been raised as a concern and timescale for the work It was AGREED to write to the GYBC to confirm dates did not coincide with village festivals and carnivals. **CLERK**

7. PLANNING

7.1 To consider applications received from GYBC for comment:

06/18/0648/F: Two storey rear extension, 24 Rowan Road, Martham. No comment.

06/18/0668/D: Approval of reserved matters – 2 dwellings, garages with vehicle & pedestrian access from Alder Avenue. Comments in relation to hedging.

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06/18/0677/F: Proposed rear and side flat roof single storey extensions, 4 Marlborough Green Crescent Martham. No comment.

- 7.2 To consider any applications received from Broads Authority for comment. None.
- 7.3 To receive any notifications of decision. None.

8. FINANCIAL MATTERS

- 8.1 To receive Bank Reconciliation and note current balance. Next meeting.
- 8.2 Expenditure of £12,819.34 was AGREED. To note receipts of £716.00, PROPOSED Cllr Huke, seconded Cllr Bradford.
- 8.3 Scarecrow Festival – to discuss distribution of money and remaining balance. The sum of £500 was AGREED as a starting balance to support the new organisers of the festival. Due to financial regulations it was noted that the new organisers have agreed to set up their own bank account in the name of the festival. The remaining balance would be given back to the previous organisers for distribution to organisations located within the village.
- 8.4 To discuss safety netting for the Cricket pitch. Next meeting. **CLLR BRADFORD**
- 8.5 To receive Finance Committee minutes Wednesday 12 December at 7.30pm. Noted.
- 8.6 All recommendations made by the Finance Committee were AGREED, all in favour.

RECOMMENDATIONS TO FULL COUNCIL:

- 1. To note the Textile Provider quote of £500/tonne. Noted.
- 2. That allotment rents remain the same of £32 per full plot and £16 per half plot for 2019. AGREED.
- 3. That Grants should be given to the Martham Coronation Recreation Ground Trust of £6500 and Parochial Church Council be given grants £3300. Grants will be given subject to Concurrent Function approval by Great Yarmouth Borough Council. AGREED.
- 4. That the work on the maintenance schedule for benches to be repaired and maintained be considered by full Council. The Clerk recommended adding extra information in relation to expected costs which may be incurred beyond 2019. To add the damaged post at the main pond and service of the back- pond lane weir.
- 5. That the asset register to include the two bus shelters on Hemsby Road and the 'Back Lane pond' bench when installed in 2019.
- 6. That the cost allocations for 2019/20 are based on the recommendations of the Clerk.
- 7. That the draft budget is completed with suggested figures recommended by the Clerk based on actual spend plus estimated inflation.
- 8. That the Precept is set at: Precept £44,494.38, Council Tax Support Grant £4,105 and Concurrent Functions £15,400 AGREED. This gives an anticipated 0% increase for parishioners.
- 9. No changes are made to the Financial policies. AGREED.

9. PERSONNEL

- 9.1 The minutes of the Personnel Committee meeting held on Wednesday 12 December 6.30pm were noted. The recommendations of the Personnel Committee were AGREED, all in favour. It was AGREED to support the Clerk with the professional development Community Governance programmes with payments made of £1470 paid in four instalments over two-year periods.

10. THE GREEN

- 10.1 Biodiversity proposal – discussion took place in relation to overall community engagement. It was AGREED to bring to the next meeting after Cllrs had further time to consider the overall village engagement plan which may include a number of other projects. January meeting. **CLERK**
- 10.2 The 'Winter Planting' proposal for Back Pond Lane was AGREED, PROPOSED Cllr Gates, seconded Cllr Jameson, all in favour. The Chair gave thanks to Cllr Huke for all of the work in relation to the pond.

- 10.3 The hosting of an Enchanted Cinema experience was discussed as a possible separate event or to coincide within existing village events. Further information is needed together with consideration given to costings and Health and Safety. **CLERK**

11. COMMUNITY KITCHEN PROJECT

- 11.1 A request to consider a six-week programme of activities which includes walks, healthy eating, befriending, yoga and games was discussed. It was AGREED to confirm further details as new questions had been raised during the meeting. **CLERK**

12. POLICING

- 12.1 To note next SNAP meeting held on Thursday 17 January 2019 held in 'Smudgers' Bar Great Yarmouth Town Football Club, Wellesley Road. Noted.

13. ADMINISTRATION

- 13.1 Due diligence was discussed in relation to assets owned in the village and ensuring that we are checking maintenances in relation to Health and Safety. It was AGREED to introduce draft safety checklists for Cllrs to be able to use. **CLERK**
at the February meeting.
- 13.2 Meeting dates for 2019 were discussed. AGREED, all in favour.
- 13.3 Defibrillator
- 13.3.1 A discussion took place on the monitoring of working defibrillators and locations within the village. Cllr Jameson volunteered to use the Heart to Heart Checklist and monitor on a regular basis. **CLLR JAMESON**

Cllr Bradford left the meeting.

Sites within the village suggested for erecting defibrillators were discussed and included: Village Hall, Coop DIY, Black Street/Library and Scout Hut.

Cllr Bradford re-joined the meeting

It was AGREED for the Clerk to clarify the situation with the Library – February meeting.

CLERK

- 13.3.2 A donation for Heart to Heart Foundation of £50 was AGREED by Council all in favour.

14. HIGHWAYS AND FOOTPATHS.

- 14.1 A Hedge cutting schedule was discussed. The Clerk have an update on contact made to NCC in relation to Hedges requiring cutting in the village.
- 14.2 Community Centre car park improvements were discussed. It was AGREED to undertake the work to make improvements. Cllr Watson and Starkings AGREED to draw up the specification to be able to obtain quotes to improve the current conditions. **CLLR STARKINGS/WATSON**
- 14.3 To note Parish Partnership 50/50 application. Noted.

15. ITEMS FOR NEXT AGENDA

Community engagement action plan/policy
Defibrillator
Cinema

Next meeting Wednesday 16 January 2019

Published 11 January 2019

EXPENDITURE December 2018		TOTAL
Flogas	Community Centre	£172.86
Staff	Salaries	£1,856.00
R Scott	Strimming and Litter picking (Oct)	£213.30
Norwich Camping and Leisure	Christmas Tree	£500.00
SLCC Membership	Subscription 2019	£185.00
R.Scott	Litter picking (Nov)	£98.00
GYB Services Ltd	Grass/hedge/spraying 2018	£4,153.69
GYB Services Ltd	Grass cutting	£3,588.00
Norse Waste Solutions	Bin rental and collection	£51.48
Norfolk Pension Fund	Staff pensions	£405.26
HMRC	Contributions	£790.54
The Pubshop Catalogue	Concrete bench	£605.97
BT	Telephone	£46.78
Anglian Water Business	Water - allotments	£76.95
Anglian Water Business	Water - Community Centre	£62.65
Anglian Water Business	Water - Back Lane	£11.97
Total		£12,819.34

Income December		
Allotments	Plot Hire	£416.00
Community Centre	Room Hire	£300.00
Total		£716.00

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